Copy Categories (Instruction)

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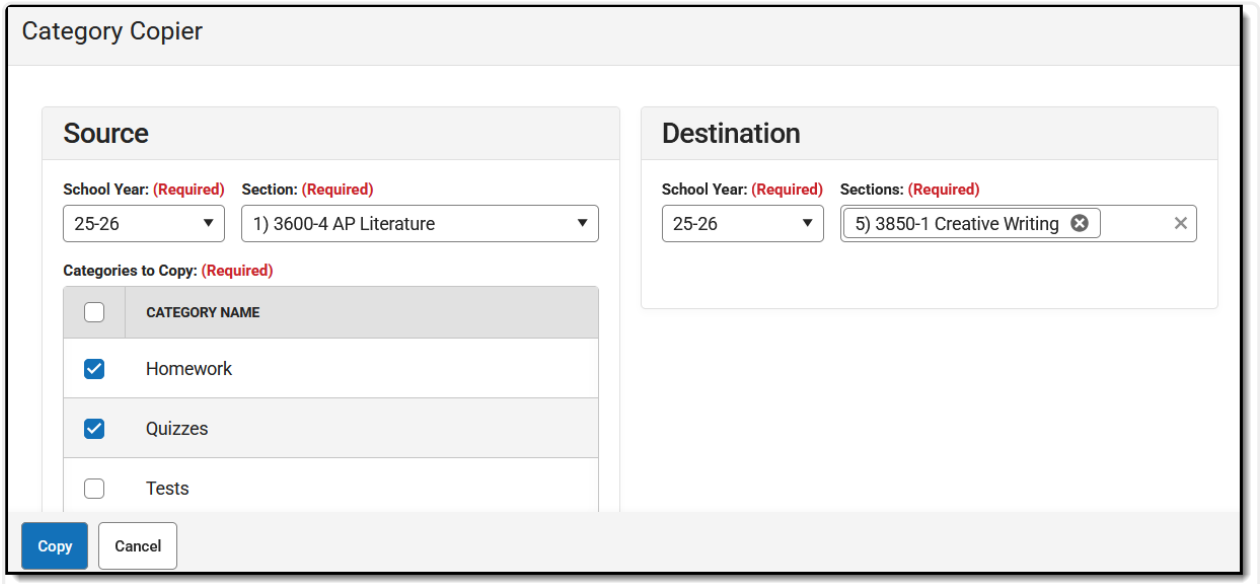
Location: Grade Book > expand Settings menu > Category Copier

Categories are groupings of related assignments, used for sorting and grade calculation. Categories must exist before you can create assignments.

Use the Category Copier to copy your existing categories to other sections. Categories can be copied from any section you teach, including past and future sections. When you use the Category Copier, categories are copied but the assignments they contain are not.

If you want to add a category from one section to others in the same year quickly, open the category tool, select the category, and mark the Active checkbox next to the section that should include that category.



Copy categories between sections.

Before you start

- Categories must exist, either created by you or populated by your district, before they can be copied. Either type of category can be copied.
- Category Copier tool rights grant full access to this tool. See Instruction Tool Rights for more information.

Copy categories

1. From the Grade Book Settings menu, click the **Category Copier**.
2. In the **Source** pane, select the **School Year** and **Section** from which you'd like to copy categories. These options default to the current context of the Grade Book.
3. Mark the checkboxes next to the **Categories** you'd like to copy.
4. In the **Destination** pane, select the **School Year** and **Section** that will receive the categories. You can select multiple categories if desired.

5. Click **Copy** to complete.

Impact

Once you click Copy, a **Results** screen displays. It displays the results of the copy, grouped by destination section. A *Copy Status* is shown for each category. In a category with a matching name was already present in the destination section, a Copy Status of "Already Exists" displays.

Categories that were successfully copied display in the Categories list of the destination section. A copied category is not tied to the original category. You can make edits to the original or the copy without affecting the other.

What's next

Once categories are copied into the destination section, you can use the Categories tool to make edits, including to weight, scoring options, and Drop Lowest Score settings. You can also create assignments in the destination section and align them to copied categories.